

# American Embassy, Amman

# Vacancy Announcement

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## ANNOUNCEMENT NUMBER: 15-121

**OPEN TO:** U.S. Citizen Eligible Family Members (USEFMs) ONLY – All agencies  
(*This position requires a Top Secret Security Clearance*)

**POSITION:** Co-CLO Coordinator (Job Share – one opening)

**OPENING DATE:** December 28, 2015

**CLOSING DATE:** January 18, 2016

**WORK HOURS:** Part-time; 32 hours per week

**SALARY:** EFM\*: Position Grade: FP-05, Estimated Starting Salary: \$ 51,560  
(*All FP position grades are subject to determination by HR in Washington DC*)

**ALL APPLICANTS MUST BE U.S. CITIZEN ELIGIBLE FAMILY MEMBERS (USEFMs) TO BE ELIGIBLE FOR CONSIDERATION. DEFINITION OF USEFM IS PROVIDED LATER IN THIS ANNOUNCEMENT.**

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The U.S. Embassy in Amman is seeking U.S. Citizen EFMs to apply for the position of co-Community Liaison Office Coordinator (CO-CLO). This position is a job share with each individual working 32 hours per week as determined by Mission needs, funds availability and effective job share balance.

## BASIC FUNCTION OF POSITION

The CLO Coordinator is responsible for a wide range of services to the Embassy community, aimed at maintaining and enhancing the well-being and morale of post personnel and their families by identifying the needs of the post community and responding with effective programming, information and resources, and referrals. Serving as the community advocate for employees and family members, the CLO advises post management on quality of life issues, recommends solutions, and advocates effectively for employee/family friendly post policies. CLO programming often takes place after hours and on weekends. The incumbent must be able and willing to work flexible hours as necessary.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. To request a copy of the position description, please call ext. 7407.

## QUALIFICATIONS REQUIRED

***Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.***

1. **Education:** Completion of high school with at least two years of post-secondary study at college or university is required.  
**Supporting documents must be included in the application for eligibility purposes.**

2. **Experience:** At least five years' experience in an area involving customer or client service, working with others, interpreting and applying regulatory or procedural materials is required. At least six months of supervisory experience is required.
3. **Language:** Level 4 (fluency) Speaking/Reading/Writing English is required. English proficiency will be tested.
4. **Knowledge:** Understanding of the organization and hierarchy of an Embassy is required. Ability to obtain within six months knowledge of pertinent DOS regulations, programs, and policies, as well as host-country laws, practices, and mores is required.
5. **Abilities & Skills:** The ability to analyze and define long-term goals, determine effective use of resources, and implement programming responsive to community needs is required. Ability to recognize, evaluate, and manage potential conflicts inherent to serving the needs of a diverse community is required. Ability to deal with all levels of post management in the identification and resolution of morale issues and implementation of responsive policies is required. Ability to coordinate with other elements of the Mission to ensure program success is required. Ability to develop and maintain effective contacts in local business, educational, and service communities is required. Ability to listen and respond to quality of life concerns in a professional and sensitive manner is required.

## **SELECTION PROCESS**

When equally qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

1. Only U.S. citizen EFMs\* as defined by 3 FAM 8200 of U.S. Government employees assigned to post under Chief of Mission authority are eligible for consideration.
2. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
3. Current employees serving a probationary period are not eligible to apply.
4. Currently employed U.S. Citizen EFMs\* who hold an FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs\* hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. EFM\* candidates must have at least nine months remaining at post from the closing date or they will not be considered.
7. EFMs\* not yet at post must be within 90 days of their arrival in order to be considered.
8. The candidate must be able to obtain and hold a TOP SECRET security clearance.

## **TO APPLY**

Interested applicants must submit their application and all supporting materials to [AmmanEmployment@State.gov](mailto:AmmanEmployment@State.gov) or it will not be considered. Please note "**VA 15-121, Co-CLO Coordinator**" in the subject line of the e-mail.

All application packages must include:

1. Submit the Application for U.S. Federal Employment [DS-174](#).
2. A current resume or curriculum vitae.

3. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the required qualifications for this position. (**Education certificates must be included or the application will not be considered**).
4. Driver's license copy if applying for a position that requires driving a vehicle.
5. EFM, USEFM, and AEFM\* applicants must clearly indicate their status in the text or subject line of their application.
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. For more information on Veteran's Preference go to <http://www.opm.gov/veterans/>.
7. List any relatives or members of your household that work for the U.S. Government (include their name, relationship, agency, position and location). Any omission in this area, either intentional or unintentional, is cause for dismissal.

## **\*DEFINITIONS**

1. **Eligible Family Member (EFM)**: For employment purposes, an EFM is a spouse, domestic partner (DP- as defined in 3 FAM 1610), or unmarried child at least 18 years of age of a US direct-hire FS, CS, or uniformed service member who is:

- Listed on the travel orders or approved OF-126 of a direct-hire FS, CS, or uniformed service member assigned to the Mission under COM authority; and,
- Residing at the sponsoring employee's post of assignment abroad.

2. **U.S. Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, a USEFM is an individual who meets the following criteria:

- US citizen; and
- The spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee, who is an unmarried child 18 to 20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US mission, and is under COM authority) and either:
  - a) Resides at the sponsoring employee's post of assignment abroad; or
  - b) Resides at an involuntary separate maintenance allowance (ISMA) location (the individual will not be listed on the sponsoring officer's travel orders, but will have a processed Form SF-1190 authorizing ISMA).

*Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders who do not meet all of these criteria are not USEFMs or AEFMs for employment purposes.*

3. **Appointment Eligible Family Member (AEFM)**: To be eligible for a Family Member Appointment or a TEMP appointment, an AEFM is:

- US citizen; and
- The spouse or a domestic partner (as defined 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child 18-20 years old; and
- Listed on the travel orders or approved Form OF-126 of the sponsoring employee, (i.e., a direct-hire FS, CS, or uniformed service member who is permanently assigned to or stationed abroad at a US Mission who is under COM authority); and
- Residing at the sponsoring employee's post of assignment abroad; and
- Does not receive a USG retirement annuity or pension from a career in the Foreign Service or Civil Service. US citizen military annuitant EFM's are FMA eligible.

*Other family members or dependents on direct-hire FS, CS, or uniformed service member's travel orders or approved Form OF-126 who do not meet all of the criteria are not AEFMs or US citizen EFM's for employment purposes.*

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

*A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.*

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a U.S. Social Security Number (SSN).

*NOR employees are compensated under a GS or FS salary schedule, not under the LCP.*

6. **Ordinarily Resident (OR)** – A Foreign National or U.S. citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

*EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).*

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**CLOSING DATE FOR THIS POSITION:** January 18, 2016

An Equal Opportunity Employer

The U.S. Mission in Jordan provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.